



***State of Washington  
Department of Transportation  
Notice to Consultants  
WSDOT 2003/2005 Statewide On-Call Roster***

WSDOT intends to select transportation consultants and negotiate On-Call agreements for transportation projects and services that could be used on either the Interstate or Non-Interstate highway systems for all WSDOT projects.

**Project Description**

The purpose of this advertisement is to obtain professional engineering and other services for a variety of transportation projects or services throughout the State. Categories 1 and 2 will not be used for Urban Corridor projects, because, Urban Corridors currently has On-Call agreements for those categories of work. The Consultant's Statements of Interest (SOI) will be evaluated for each of the following categories:

**Category 1**

- On-Call Transportation Design/PS&E, \$350k and below;
- On-Call Transportation Design/PS&E, above \$350k;

**Category 2**

- On-Call Traffic Engineering Services, \$350k and below; and
- On-Call Traffic Engineering Services, above \$350k

**Category 3**

- On-Call Transportation Studies, \$350k and below;
- On-Call Transportation Studies, above \$350k;

**Category 4**

- On-Call Land Surveying, \$350k and below;
- On-Call Land Surveying, above \$350k;

The professional capabilities of consultants must include Professional Registration in the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the consultant must be registered as a company licensed to perform "engineering services" in the State of Washington.

During the 2003/2005 bienniums, the selection of consultant(s) for On-Call services will be made from the lists of qualified consultants responding to this notice. All firms responding will be evaluated and ranked for each category of work listed above. All firms scoring within 80% of the top-scoring firm will receive an agreement for each threshold amount of each category.

WSDOT will not re-advertise for these categories of work until early in 2005.

Firms selected for On-Call consultants will receive an On-Call contract for a three (3) year term. However, no new tasks will be authorized after June 30, 2005. Individual tasks will be



negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. The agreement shall be terminated when the Agreement budget is exhausted or the Agreement time frame has expired.

The consultant must specify which On-Call category they are submitting for. A consultant may submit for only one threshold amount per category of work. For example, a consultant must specify that they are responding to On-Call Land Surveying, \$350,000 and below, or On-Call Land Surveying, above \$350,000, but they cannot submit for both.

Specific projects may be advertised separately throughout 2003/2005.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/past performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Consultants must submit a separate set of submittals for each category of work for which they would like to be considered.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, Category of work, dollar threshold, and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, for each category of work in which your firm would like consideration, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, June 19, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.



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